

Board of County Commissioners

Division of Planning & Development

Code Compliance Department

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CODE ENFORCEMENT BOARD MEETING AGENDA SEPTEMBER 10, 2007 6:00 PM

ATTENDEES:

Board members- Horton Barnes, Charles Castle, Tommy Messer, Cheryl Barnes, Terry Pasko, Drexel Clark, and Dixie Ruzzo.
Staff – Gary Rusu, Lee Hartman, Alysia Akins, and MJ Rutter.

Attorney – Lee Hawkins.

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. ITEMS OF DISCUSSION:

- a) Bob Kegan, Building Official, sends his sincere apologies for being unable to attend tonight's meeting due to a conflicting meeting schedule regarding a Budget Workshop.
- b) Introductions: Gary Rusu, Lee Hartman, and MJ Rutter.
- c) Explanation of changes due to reduction and re-organization of staff.
- d) Revised Complaint Form (attached)
- e) Policies and Procedures:
 - 1) Complaint Submittal - Alysia
 - 2) Initial Inspection - Gary or Lee
 - 3) Courtesy Notice of Violation (CNV) - Alysia
 - 4) CNV Inspection - Gary or Lee
 - 5) Notice Of Violation (NOV) - Alysia
 - 6) NOV Inspection - Gary or Lee
 - 7) Request For Hearing/Notice Of Hearing (RFH/NOH) - Alysia
 - 8) Pre-Hearing Inspection - Gary or Lee
 - 9) Code Enforcement Board (Hearing Presentation) - Gary and/or Lee will testify, along with any other building inspector who may serve as an expert witness.
 - 10) Code Board order - Alysia
 - 11) Hearing Inspection - Gary or Lee
 - 12) Lien - Alysia
 - 13) Foreclosure - Alysia

f) Sumter County Code and Florida Statute

Requirements: (attached)

- 1) Complaint Process Timeline
- 2) Hearing information included in RFH/NOH notices
- 3) Code Enforcement Board responsibilities
- 4) Common Code Violations
- 5) Commonly Used Codes
- 6) Code Case Development
- 7) Standard Housing Code
- 8) Sumter County Ordinance 98-4 (creation of the Code Enforcement Board)
- 9) Article V – Code Enforcement Board
- 10) Florida Statutes – Chapter 162 – County Code Enforcement

IV. OPEN FORUM – QUESTION AND ANSWER SESSION

V. ADJOURNMENT